

**OFFICE OF SELECTMEN  
6 HOLLAND STREET  
PO BOX 139  
MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

March 26, 2015

**MINUTES**

Selectmen: Christopher P. Shipp, Chairman, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Carter Terenzini, Town Administrator.

The Chair called the meeting to order at 4:02 p.m.

Chris moved and Paul seconded to enter into Non-Public Session per RSA 91-A:3 II (a) and (c) and will reconvene for continued public session. A roll call was taken: Paul – Aye; Russ – Aye; Josh – Aye; Jean – Aye; Chris – Aye. The Motion carried and the Selectmen went into Non-Public Session at 4:03 p.m. The Board re-entered public session at 4:15 p.m. having sealed the minutes by a vote of 2/3 or greater of the members present as it was determined that divulgence of the information discussed would likely affect adversely the reputation of a person other than a member of the public body itself and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

**Performance Evaluation Tool:** Carter reviewed the Trial Performance Evaluation Tool, the debrief with the Department Heads, and the meeting in which the staff considered whether or not to try another iteration with the tool they used or to consider using the Gilford model as the basis of the next iteration of our process. The decision had been to go with the latter with some minor modifications which related primarily to the setting of goals. He noted that how the tool translated to compensation decisions had been placed on a completely separate page in an effort to keep the performance discussion separate from the compensation discussion. Chris asked if anyone had done a trial run with the proposed tool and was advised they had not. Paul said there was quite a bit of Gilford experience, interesting to see what their scores are. Carter said that he was not sure if Gilford keeps that kind of data, but their Town Administrator is willing to come over to review their experience. Jean thought that pages 1 to 12 looked good. Paul said we had some time to work on page 13 while Carter noted that they would need to know how they wanted to proceed in time for upcoming negotiations. Paul asked what the overall cost was and Carter noted that given the every other year step we do now (3%/2 equals 1.5% and the average COLA of 2.5%) it is expense neutral. Chris said we need to be careful to not hold actions against someone if we allow the particular behavior (i.e. use of leave time in 1 hour increments while marking people off if they often ask to leave early). He also thought there were areas of redundancy which we should remove, whereas Josh observed that sometimes you ask the same type of question in different ways to get at an issue in different ways. Carter will contact Gilford to see if they do track scores.

**Groundwater Study Re: Highway Garage:** Scott Kinmond, in follow-up to questions on the contract he signed with Emery & Garrett of Meredith reviewed the Table Top review to be carried out. He described it as a baseline which would most likely trigger additional research and give us a way to proceed. Carter said the results then would be followed-up with a labor analysis of the suggested alternatives (i.e. washing the trucks at the PSB or Playground Drive). Russ said this was a directive of the legislative body and we had to complete it. Paul said he wanted to be clear that he was not accusing anyone of anything, he just had heard we had signed the contract and wanted to know what we were doing. Carter said that this was the kind of day to day administrative function the staff carried out and

would normally be reported in the weekly report. He noted there was often a time lag between doing something (say on a Tuesday) while it was reported in the following week's report.

**PS Slab:** Paul asked about the status of the borings and was told that the work was expected during the first week of May. Carter said it was weather dependent, given we need to move the vehicles outside and keep the bay doors open to air out the building (the rig to be used had been propane, but was converted to diesel).

**Sidewalk Design:** Carter noted that the staff had said it would not seek a Task Order for the actual design until the Town Engineer was named effective July 1<sup>st</sup>. However, he and Scott had discussed the idea of getting the proposal for survey work underway which they felt might save about four months off the schedule.

**BoS Work Plan:** Paul distributed the latest Draft and the members discussed how to split up the various tasks.

Jean moved and Chris seconded to enter into Non-Public Session per RSA 91-A:3 II (a) and (c) to reconvene only for the purposes of adjournment. A roll call was taken: Paul – Aye; Russ – Aye; Josh – Aye; Jean – Aye; Chris – Aye. The Motion carried and the Selectmen went into Non-Public Session at 5:11 p.m.

The Board re-entered public session at 6:29 p.m. having sealed the minutes by a vote of 2/3 or greater of the members present as it was determined that divulgence of the information discussed would likely affect adversely the reputation of a person other than a member of the public body itself and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

**Adjournment:** Jean Made the Motion to Adjourn. Russ Seconded.  
Motion Carried Unanimously  
Chris adjourned the meeting at 6:30 p.m.

Christopher P. Shipp, Chair  
Approved

April 2, 2015  
Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator